

# Personal Ownership

## ► Safety Expectations & Behaviors ◀

- Report workplace injuries/illnesses to supervision.
- Discuss medical restrictions/limitations with supervisor, and work within restrictions.
- Report any safety issues/concerns to supervision.
- Be knowledgeable of hazards in the workplace and know how they are mitigated.
- Wear personal protective equipment as required.
- Perform work tasks only after receiving training commensurate with responsibility.
- When a work task/activity is deemed unsafe, apply a time out or stop work until the circumstance is corrected.
- Drive vehicles in a non-aggressive, defensive manner, and always wear a seat belt. Drive within the speed limit and/or appropriate road conditions. Only use a cell phone when vehicle is parked in a safe location, or device is in hands-free mode.
- After using a government vehicle, report any vehicle deficiencies to the carpool office, as well as removing any drink containers, lunch bags, candy wrappers, etc.
- When using a personal listening device (walkman, etc.) make certain it is not prohibited by procedure and it does not distract from responsibilities or emergency warnings.
- Obey all postings and signs.
- Use handrails as provided.
- Use cross-walks as provided.
- Wear the appropriate footwear for the season and walkway conditions.
- Ensure workspace is orderly and storage of materials doesn't hinder egress from the area.
- Make certain surge protectors are approved, and that there aren't any extension cords connected into them.
- When rearranging any equipment and furniture in a workspace, make certain that access to egress aisles, fire extinguishers and electrical panels remains clear.
- When using a microwave to prepare lunch, clean up any spills or splatters, and ensure it is left clean and sanitary.
- When storing food in a refrigerator, make sure that unused food items are removed regularly and take the initiative to periodically clean the unit.

### **Safety Value Statement:**

*I will actively care for my safety and the safety of others!*